



GREATER GIYANI MUNICIPALITY

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OFFICE OF THE MUNICIPAL MANAGER

Employee Bereavement / Funeral Policy

Council Resolution CR111 – 27/05/22 SP

Object

To provide guidelines for dealing with death of a permanent, temporary and EPWP staff member during his/her employment with the municipality.

TABLE OF CONTENTS

HEADING	PAGE
1. SHORT TITLE AND COMMENCEMENT	3
2. AIM	3
3. SCOPE AND APPLICATION	3
4. DEFINITION / ABBREVIATION	3
5. PREAMBLE	3
6. GENERAL MEASURES	3
7. DEATH OF A STAFF MEMBER	4
8. MEMORIAL SERVICE - STAFF MEMBERS/EMPLOYEES	5
9. TRANSPORT FOR STAFF TO THE FUNERAL	6
10. PASSING OF STAFF MEMBER'S IMMEDIATE FAMILY MEMBER	7
11. LEAVE ARRANGEMENT	7
12. IMPLIMENTATION OF THE POLICY	7
13. POLICY REVIEW	7

1. SHORT TITLE AND COMMENCEMENT

This policy is called the 'Employee Bereavement/Funeral Policy' and will come into operation on a date duly approved by Council and signed by the Mayor of Council.

2. AIM

To ensure a uniform, fair and consistent approach in dealing with the death of staff as well as death of their immediate family members.

3. SCOPE AND APPLICATION

- (a) The policy applies to a permanent staff, temporary staff and EPWP staff members during his/her employment with the municipality.
- (b) People in learnership and consultants are excluded from the policy.

4. DEFINITION / ABBREVIATION

"municipality" - Greater Giyani Municipality.

"GGM" - Greater Giyani Municipality

"staff" means — (a) The employees of the municipality, including the municipal manager (b) Any other person who in any manner assist in carrying on or conducting the business of an employer (c) Staff employed on a permanent basis (d) Staff employed on fixed term contract; and (e) Interns (individuals who have completed their tertiary studies and are supervised within the Municipality for the purposes of gaining experience for employment opportunities)

"employee/staff" means- any person employed by the municipality but excluding an independent contractor who works for another person or for the State and who receives, or is entitled to receive, any remuneration.

"immediate family member" means the employee's spouse, child, parent.

5. PREAMBLE

The Greater Giyani Municipality recognises the fact that death is unavoidable and, as a caring employer, seeks to create a supportive environment for its employees during the times of bereavement.

6. GENERAL MEASURES

(1) Coordinating committee

- (a) A coordinating Committee will be established to coordinate bereavement arrangements on behalf of municipality.
- (b) The Corporate Services Department will facilitate the coordination of the committee.
- (c) The Committee will comprise of representatives from all departments including representative from unions.
- (d) The committee is fluid allowing for representatives to be alternated as and when the need arise

- (e) The committee will ensure that all processes outlined in this policy, unfold in respect of each notification of death received.
- (f) The Committee will co-opt a representative from the affected department to assist with the implementation of the arrangements emanating from this policy, in respect of each relevant notification of death received.

7. DEATH OF A STAFF MEMBER

(1) Notification Of Death

- (a) In the event of the death of a staff member, the affected Director must inform the Human Resource Division which will inform the Accounting officer, as well as the sub- division: Internal Communications.
- (b) The Sub-Division: Internal Communication will in turn inform all staff.

(2) Official Delegation

- (a) An official delegation will be elected, to pay home visit to the immediate family of the deceased staff member within 48 hours of receipt of the notification of death, and, to represent the municipality at the staff member's funeral.
- (b) The Municipal Manager will elect the delegations.
- (c) A representative from the Employee Wellness Unit always forms part of the delegation
- (d) The delegation will comprise a maximum of four (4) Municipal staff members.
- (e) All members of the delegation must obtain prior permission from their respective Supervisors/Managers.
- (f) Subject to sub-paragraph 2 above, other staff member who wish to accompany the delegation are required to obtain prior permission from their respective departmental Heads/ supervisors.
- (g) The delegation's transport (Subject to Car Allowance and S&T policies) cost will be funded by the relevant department.

(3) Municipal Contribution

- (a) In the event of death of a permanent staff member, the municipality will do the following:-
 - (i) Financial contribution to the amount of R30,000.00 (thirty thousand rand) towards funeral expenses ;
 - (ii) Of which R5000.00 shall be used for the memorial service while the remaining R25000.00 shall be paid to the family beneficiary after submitting the following documents:
 - (aa) Certified copy of Death Certificate of the Deceased
 - (bb) Certified copy of the ID of the Deceased
 - (cc) Notification of Death form DHA 1663, (formerly B1- 1663)
 - (dd) Proof of banking details (signed, dated and stamped bank statement not older that three months) for the beneficiary.
 - (ee) The payment shall be made within four (04) working days from the date of claim.
- (b) Technical Services Department must fetch and deliver firewood, water and blading of street parking and to graveyard.
- (c) In the event of death of a temporary employee (Intern) and EPWP employee, the municipality will do the following:-

- (i) Financial contribution to the amount of R5000.00 (five thousand rand) towards funeral expenses and payment shall be deposited to the beneficiary after submission of the similar documents as in Clause 3(ii) (aa) to (ee) above.
- (ii) The Technical Services Department must fetch and deliver firewood, water and blading of street parking and to graveyard.

(4) Counselling

- (a) Affected department: In the event of the death of a staff member_
 - (i) Within 48-72 hours of receipt of the notification of death of a staff member, all staff members attached to the affected department if the need arises will attend a voluntary group debriefing session.
 - (ii) Where staff attached to the department require additional support on an individual basis, an assessment and referral (if necessary), will be done.
 - (iii) In the event of a referral, the affected employee will be referred to the service provider contracted by the municipality to a maximum of six (6) sessions.
 - (iv) Should further support be required, the Employee Wellness Unit will link the affected individual with other free of charge/ affordable service providers, at cost to Greater Giyani Municipality.
- (b) Affected Family: - In the event of the death of a staff member-
 - (i) The Employee Wellness Unit will provide emotional support for the family during the week of notification of death.
 - (ii) Initial contact will be established within 48 hours of receipt of the notification.
 - (iii) The Employee Wellness Unit will link the family with other free of charge / affordable service providers for future interventions should the need arise, at no cost to the Council (e.g. hospitals).

8. MEMORIAL SERVICE - STAFF MEMBERS/EMPLOYEES

- (a) A memorial service will be arranged by the Coordinating Committee in collaboration with the internal communication after receipt of the family's permission.
- (b) Memorial service will be arranged for the staff members only.
- (c) The Internal Communications will be responsible for the development of the memorial service program.
- (d) The affected Department will consult the immediate family of the deceased staff member regarding the proceedings.
- (e) The municipality will invite the belated staff member's immediate family members to the memorial service, and will provide refreshments (for the bereaved family only) not exceeding R1000.00 (reviewable), from municipal budget.
- (f) Transportation within the borders of SA will be provided for the family to and from the memorial service, limited to a maximum of 4 people. The most economical means of transportation will be used.
- (g) Additional family members may however attend the memorial service at their own cost.

9. TRANSPORT FOR STAFF TO THE FUNERAL

- (a) As far as practically possible, subject to available funding and depending on the number of staff wishing to attend the funeral, the fleet management unit will arrange the staff wishing to attend the funeral. The most economical means of official transport (within SA Borders) for staff excluding accommodation will be arranged.
- (b) Priority will be given to staff in the affected department. The affected department will co-ordinate this responsibility.
- (c) All staff using the council transport to funeral will do so at their own risk and the council will not be liable for any eventuality that may occur (exemption has to be filled by each staff member using council transport to the funeral).
- (d) Municipality will not be responsible for payment of accommodation required for purposes of attending the funeral.
- (e) The attendance of the funeral is to the approval by managers of the relevant staff members

10. PASSING OF STAFF MEMBER'S IMMEDIATE FAMILY MEMBER

(1) Notification Of Death

- (a) In the event of the death of a staff member's immediate family member, the affected department must inform the local Employee Wellness Unit/ section, as well as the unit Internal Communication.
- (b) Unit: communication, with permission of the affected staff member, will issue a notification to all staff.

(2) Official Delegation

- (a) An official delegation will be elected, to pay a home visit to the staff member within 48 hours of receipt of the notification of death, and to present the municipality at the funeral.
- (b) The municipal manager will elect the delegation.
- (c) The delegation will be led by municipal manager/his/her delegate.
- (d) The delegation will comprise a maximum of three (3) staff members.
- (e) Members who wish to form part of the delegation must obtain prior permission from their respective supervisors/managers and they will carry their own transport costs.

(3) Bereavement Counselling

- (a) Affected staff member:
 - (i) In the event of the death of an immediate family member-
 - (ii) An assessment or referral of the staff member will be done through the local Employee Wellness Unit, within 48 hours of receipt of the notification.
 - (iii) In the event of a referral, the affected employee will be referred to the service provider contracted by the municipality to a maximum of six (6) sessions.
 - (iv) Should further support be required, the Employee Wellness Unit will link the affected individual with other free of charge/ affordable service providers, at cost to Greater Giyani Municipality.

(4) Condolences

- (a) The affected department will nominate individual/s who will be responsible for accepting voluntary condolences in all forms.
- (b) The Section: Communication will communicate the particulars of the nominees to all Council staff, via e-mail.
- (c) The Manager of the Unit will pass the condolences received to the affected staff member.

11. LEAVE ARRANGEMENT

- (a) A staff member may utilize her/his available five day family responsibility leave per annual leave cycle (as per annually leave cycle) in the event of the death of an immediate family member;
- (b) The undertaking of home visits/ attendance of funerals by the Official Delegation will be considered to be official duty; and
- (c) The attendance of funerals by employees in the affected department with the concert of their managers will be considered to be official duty.

12. IMPLEMENTATION OF THE POLICY

Upon approval by the council, the policy must immediately be implemented.

13. POLICY REVIEW

The policy shall be reviewed as and when required, but within a cycle of five years.

Signed by:

Cllr Zitha T
MAYOR


SIGNATURE


DATE

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